

STANDARD OPERATING PROCEDURE

TITLE: RCP CV Listings Report

RESPONSIBILITY	STEP	ACTION
Property Disposal Specialist (RCP Liaisons)	1	In RCP DAISY, select: Inquiries Consolidated Inquiries Interactive Consolidated Inquiry Consolidated DTID Inquiry
	2	Tab to “DRMO RIC SFX” field and input suffix(s).
	3	Go to the “IFB NO” field. Type in 99% or 990001 (whichever you prefer, % is a wildcard to save some keystrokes)
	4	Go to the “QTY AVAIL” field. Type in >0 (greater than 0)
	5	Go to the “DEMIL CD” field. Type in A,B,Q
	6	Go to the “ESD” field. Type in the previous Friday’s date.
	7	F3 to Find
	8	F1 to create a wide report. Select Y for Yes.
	9	Recheck listing for items that might have been missed upon receipt and then SLI (reason code X). Special handling Require inert certification Refrigeration removal statements